

As a matter of interest and information, most questions and responses from the original solicitation N00014-04-R-0004 are provided as an attachment to this solicitation.

SOLICITATION N00014-04-R-0004/06-R-0001
QUESTIONS AND RESPONSES

1. **Date of Submission:** 4/12/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

Question Number 1: General Will more then one award be made against each CLIN? It's clear that one award per CLIN will be made following the set-aside standard outline in the RFP, but is unclear if multiple awards per CLIN will be made.

Answer Number 1: In accordance with Section L.8 of the subject solicitation, it is the intent of the Government to award multiple contracts for the same or similar advisory and assistance services to two or more sources. To answer your question directly, it is the intent of the government to award multiple contracts under each CLIN.

2. **Date of Submission:** 4/13/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest:

Question 2: 1. Please clarify difference between p54 1st page requirements and p65 cover page requirements - are they 2 different pages? 2. Does Attachment 3 Checklist go in the proposal? - if so, where?

Answer Number 2: The first page and cover page referenced on pages 54 and 65 are the same. Please provide all information/data required under both Section L.4 and L.22 on the cover page of your proposal. 2. The Checklist should be provided as part of the proposal and the Offeror should indicate the page numbers where the particular section referenced can be found in the Offeror's proposal. The Government requests that the Checklist be placed on the page immediately following the cover page of the Technical and Management Proposal.

3. **Date of Submission:** 4/13/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Information Technology services and support

Question: With ONR/NRL transitioning to NMCI in about two years, how will

that transition effect the opportunities for IT work under this contract. What coordination will be required or anticipated with NMCI contractors?

Answer Number 3: The Navy/Marine Corp Intranet (NMCI) is contracted to provide the helpdesk and network support functions for the Navy's desktop and mobile unclass/classified computing needs. ONR is required to utilize the NMCI provided support for that area of the network. Existing contracts that support areas that will be transferred to NMCI will be ended. There are a number of levels of support that are outside of NMCI and these services will be available through the MATOC for contracting.

4. **Date of Submission:** 4/13/2004

RFP Page: 35

RFP Section: H

Paragraph of Section: 8

CLIN(s) Area of Interest:

Question: We are currently a performing contractor for one of the ONR codes expected to be supported through the MATOC effort. We fully understand that we will be excluded from providing support to the code where we are the performing contractor under OCI rules. A company division separate from the performing division is interested in bidding on the effort as a subcontractor. There is no overlapping of operational personnel or management between the divisions. At the corporate management level, administrative functions would be performed by common personnel (executive managers, accounting, contract administration, human resources, etc.). If we were to fully document this arrangement in an OCI mitigation plan for approval by the Government, would we be permitted as a subcontractor on the effort?

Answer Number 4: Your company is welcome to propose and to be eligible for award under this solicitation; however, you will be subject to Section H.8 of the solicitation as well as FAR Part 9.5. Furthermore, as a current performing support contractor, you are bound to abide to the Non-Disclosure/Conflict of Interest Agreement that was required upon execution of your service and support award. If the decision is made to award a MATOC to a division other than the "performing division," ONR will determine at the time an individual Task Order is competed whether your company is ineligible on OCI grounds to compete for that Task Order. Becoming a support contractor may limit your company's ability to compete for future "program" work. This risk issue can only be determined once the particular facts regarding an upcoming Task Order become known.

5. **RESERVED**

6. **Date of Submission:** 4/14/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Information Technology services and support

Question: Can one company submit a proposal in one CLIN (Information Technology services and support) only? Or all CLINs need to be addressed in the proposal? Is one CLIN per proposal a requirement or one proposal can address more than one CLIN but not all?

Answer Number 6: In accordance with Section L.22(A)(2), "Offerors proposing Technical and Management proposals under more than one CLIN are required to submit a separate, stand alone Technical and Management proposal for each CLIN." In accordance with Section L.20(A)(4), an offeror is only required to submit a single cost proposal package (Volume II), regardless of the number of separate Technical and Management proposals that are submitted under this solicitation. The single cost proposal should include and reflect the type and level of effort necessary to address each Technical and Management proposal submitted by an offeror." An Offeror may submit a proposal against a single or more than one CLIN(s). An Offeror does not have to propose against all CLINS.

7. **RESERVED**

8. **RESERVED**

9. **Date of Submission:** 4/14/2004

RFP Page: Cover

RFP Section: A

Paragraph of Section: block 7

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

- Training and Workshop services and support

- Educational Programs and Initiatives services and support

Question: What is the NAICS code and small business size standard for CLINS 0001 (0008), 0002 (0009), 0005 (0012), and 0007 (0014)?

Size Answer Number 9: See the list below of NAICS Codes, and Small Business Standards for each of the seven CLINS in the solicitation.

CLIN 0001 (0008) - Technical/Program/Engineering support services

NAICS CODE: 541330 SIZE: \$23M

CLIN 0002 (0009) - Business and Finance support services

NAICS CODE: 541611 SIZE: \$6M

CLIN 0003 (0010) - Conference/Event support services (8a Set-Aside)

NAICS CODE: 561920 SIZE: \$6M

CLIN 0004 (0011)- Clerical and Admin support services (8a Set-Aside)

NAICS CODE: 561110 SIZE: \$6M

CLIN 0005 (0012) - Training/Workshop support services (Partial Set-Aside)

NAICS CODE: 611430 SIZE: \$6M

CLIN 0006 (0013) – Information Technology support services (8a Set-Aside)

NAICS CODE: 541513 SIZE: \$21M

CLIN 0007 (0014) – Education Program support services

NAICS CODE: 541611 SIZE: \$6M

10. **Date of Submission:** 4/15/2004
RFP Page: Pg 3 of 4
RFP Section: Attachment
Paragraph of Section:
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support
- Educational Programs and Initiatives services and support
Question: For the Administration Assistant labor category can additional years of experience be substituted for the Associates Degree requirement?
- Answer 10: The Price Model requests offerors to identify and propose direct labor rates of personnel with staff qualifications similar to those listed. In the case of the Administrative Assistant position, we would not take issue with an offeror substituting relevant experience for education (3 to 5 years of relevant experience would be a reasonable substitute).
11. **Date of Submission:** 4/15/2004
RFP Page: 65
RFP Section: L.22
Paragraph of Section: B.1
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
Question: If an offeror submits a bid for CLIN 0001 (0008), must it bid on all six ONR S&T Program Areas? If an offeror bids on CLIN 0001 (0008) for one ONR S&T Program Area, and receives an award, will that offeror have the opportunity to bid on all tasks issued by all six ONR S&T Program Areas? If an offeror submits a CLIN 0001 (0008) bid for two ONR S&T Program Areas, should they submit two Technical and Management Proposals, or should they combine them into one Technical and Management Proposal?
- Answer 11: An offeror can address one or more ONR S&T Program Areas as part of its CLIN 0001 (0008) Technical and Management proposal. An offeror shall not submit more than one Technical and Management proposal for each CLIN. Each active contract awardee under a given CLIN will be given a fair opportunity to compete for every task order award under that CLIN.
12. **Date of Submission:** 4/15/2004
RFP Page: 2 (Page 3)
RFP Section: B
Paragraph of Section:
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
- Management and Financial services and support
- Educational Programs and Initiatives services and support
Question: Can non-8a firms bid on CLINS 0001 (0008), 0002 (0009) and 0007 (0014).

Answer 12: Yes. Only CLINs 0003 (0010), 0004 (0011), and 0006 (0013) are set-aside exclusively for 8(a) firms. Awards made to 8(a) firms under the non-set-aside CLIN(s) (i.e. 0001 (0008), 0002 (0009), 0005 (0012) and 0007 (0014)) will be made as SDB awards and not as awards under the 8(a) program.

13. **Date of Submission:** 4/16/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Conference and Event services and support

Question: Would ONR consider a Time and Materials approach to pricing for this contract? We have found that this works well for other work that we have done for ONR, using our established labor rates and our pre-approved g&a and fee rates for the ODCs.

Answer 13: Yes, we would consider a Time and Materials approach for Task Orders if it was in the best interest of the Government. (Please note that, for the purposes of this solicitation, an offeror must submit its cost proposal in accordance with Section L.20(C).

14. **Date of Submission:** 4/16/2004

RFP Page: 59

RFP Section: L

Paragraph of Section: L.9

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support

Question: Our company is an 8(a) SDB. Would you please explain how the SDB credit will work for companies that participate both as a prime and also as a subcontractor?

Answer 14: We will get the credit for the SDB prime contractor based on the data entered into the PMRS database. The data comes from the DD 350, a reporting document completed by the contract specialist upon award of the contract. As a subcontractor the prime contractor will include the SDB in its subcontracting plan and report it on its SF 294/295. The contract is administered by DCMA and it will input that data into DIOR (a reporting data base).

15. **Date of Submission:** 4/19/2004

RFP Page: 52 & 65

RFP Section: L.2 & L.22

Paragraph of Section: (2) & 3.

CLIN(s) Area of Interest: - Conference and Event services and support

- Administrative services and support

Question: Both referenced sections give guidance relative to the first page/cover page of the proposal. We are unsure of the difference between the two references. Some of the information requested is duplicative. Should the offeror consolidate the requirements and provide all of the information on

one page? Should this information be provided in both Volumes I and II? Where within the Volume(s) should this information be provided [as the cover of the proposal; the first page after the cover of the proposal; or, elsewhere]? If this information is to be provided on a single page it may be impossible to comply with the format restrictions [1" margins; 12pt font] Please advise.

Answer 15: Offerors should do their best to satisfy requirements referenced in both sections. In cases where the two sections contradict or duplicate each other, please follow the instructions set forth in RFP Section L.22. Offerors should submit Cover Pages for both Volume I and Volume II. The Government recognizes that the Cover Pages may have to deviate from the strict format restrictions and ask the offerors to use sound business judgment in formatting their Cover Pages.

16. **Date of Submission:** 4/19/2004
RFP Page: last page
RFP Section: Attach 3
Paragraph of Section:
CLIN(s) Area of Interest: - Conference and Event services and support
- Administrative services and support
Question: Attachment 3 is a Proposal Preparation Checklist. There are no instructions in Section L of the Proposal that indicates where is this page to be included in the proposal submission?

Answer 16: See Answer to Question 76.

17. **Date of Submission:** 4/19/2004
RFP Page: 64
RFP Section: L.20
Paragraph of Section: Part B (b)
CLIN(s) Area of Interest:
Question: This Section states that the length of Volume I shall be no more than 40 pages. Are the Table of Contents, Cover Page, tabs, Attachment 3 Checklist or other such summary sheets included as part of the page count?

Answer 17: In accordance with RFP Section L.20(B)(1)(b), all required pages and sections to be addressed in a Volume I Technical and Management proposals shall count against the 40 page limit with the exception of the resumes and the sections for "Commitment to Small Business." There are no page limits on resumes or sections for "Commitments to Small Business."

18. **Date of Submission:** 4/19/2004
RFP Page:
RFP Section:
Paragraph of Section:
CLIN(s) Area of Interest: - Information Technology services and support
Question: Which small businesses have been providing to ONR some of the IT services that are listed in CLIN 6?

Answer 18: A variety of firms. There is no one incumbent.

19. **Date of Submission:** 4/19/2004
RFP Page: Pages 2-5

RFP Section: B

Paragraph of Section: B Tables

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

Question: It appears the offeror should not complete the "B Tables" . Is this assumption Correct?

Answer 19: Correct- Section B should reflect the minimum and maximum amounts provided.

20. **Date of Submission:** 4/19/2004

RFP Page: Page 64

RFP Section: L.20,

Paragraph of Section: Part C(1)

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

Question: a. Can an Offeror revise the Price Model template to include additional elements to comply with offeror's cost accounting structure? b. This offeror assumes that the reflected 2080 hours on the "Price model" for each of the 16 labor categories are for one year only. Therefore, Offerors should propose labor hours as follows, $16 \times 2080 = 33,280$ total hours for each year of performance. Is this assumption correct? If not, please clarify. c. If the Base Period has a period of performance of 10/01/04 - 09/30/06, should Offerors propose 33,280, or 66,560 ($16 \times 2080 \times 2$ years) total hours? Please clarify.

Answer 20: a. No, please follow the Price Model template provided in Attachment 2. b. As specified in Note 1 of Attachment 2, the Offeror shall identify and propose direct labor rate of personnel with staff qualifications similar to those listed for each CLIN under which a proposal submitted. For every labor category proposed, the Offeror should propose 2080 hours in accordance with the Price Model. c. No, please follow the Price Model template which specifies a total of 2,080 hours for each proposed labor category.

21. **Date of Submission:** 4/19/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

Question: Reference Synopsis Information, Description section. This solicitation assumes that for escalation purposes only, the start date will be October 1, 2004 based on the acquisition page FY05-FY09. Is this a correct assumption? If not, please clarify for escalation purposes what is the contract anticipated period of performance.

Answer 21: The anticipated contract periods of performance for the base and option periods are specified in Section B.

22. **Date of Submission:** 4/20/2004
RFP Page: 3
RFP Section: B
Paragraph of Section: Base
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
- Management and Financial services and support
- Administrative services and support
- Educational Programs and Initiatives services and support
Question: Are offerors required to cover all S&T codes for the CLINs they are bidding?

Answer 22: No, offerors are not required to cover all S&T codes for the CLINs they are bidding on. Please note that an offeror should only submit one proposal for each CLIN (CLIN 0001 (0008) for example), regardless of the number of S&T areas it is addressing.

23. **Date of Submission:** 4/20/2004
RFP Page: 2 of 4
RFP Section: attach 2
Paragraph of Section: note 1
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
- Conference and Event services and support
- Training and Workshop services and support
- Educational Programs and Initiatives services and support
Question: Are offerors required to have these specific labor categories with these requirements for the CLINs shown in parenthesis?

Answer 23: The CLINs specified with the various labor categories in Attachment 2 were identified by ONR as labor categories (based on the same or similar qualifications) that an evaluator would expect to see based on the nature of the task requirement. However, in the end, the offeror should propose the direct labor rate of an individual/labor category that would be used to accomplish the tasks of the particular CLIN, and which most closely meets the minimum qualifications outlined in Attachment 2.

24. **Date of Submission:** 4/21/2004
RFP Page: 60 & 63
RFP Section: L.12 & L.20
Paragraph of Section:
CLIN(s) Area of Interest:
Question: Section L.12 requires the submission of a Total Compensation Plan. L.20 Part C (1) (a) states that the Cost Volume should be separated into 2 subsections - "Rate Structure" & "Price Model". Where does the Government want the Total Compensation Plan inserted? Also, does the Government want the fully executed copy of the Solicitation as an attachment or as a Subsection to the Cost Proposal?

Answer 24: Any documents required to support the requirements in L.20(1)(a) should be incorporated as an attachment in support of the Volume II cost proposal. An offeror should include a fully executed copy of the

Solicitation and any Amendments (COVER PAGES ONLY) as a formal section of the cost proposal.

25. **Date of Submission:** 4/21/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Conference and Event services and support

Question: Based on prior years data, how many conferences are planned for one year? what is the average number of attendees for a conference? Are conferences held in international locations? Are conferences open to foreign nationals?

Answer 25: This level of detailed information is not available. As noted in RFP Section C.3(c), it is anticipated that the Conference requirements in Task Orders will vary from small to large, domestic and international, and classified or unclassified.

26. **Date of Submission:** 4/21/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Administrative services and support

Question: What constitute a task order for travel support? Would each code have its own task order for travel support? Does each code have its own travel budget? What is ONR's total travel budget for one year?

Answer 26: The tasks outlined in RFP Section C.3(d)(4) represent the travel administration tasks that would likely be required under a Task Order. This contract vehicle provides the flexibility to obtain cross-code Task Order administrative support. Travel requirements will be addressed and captured under Orders on an as-needed basis.

27. **Date of Submission:** 4/21/2004

RFP Page: 63

RFP Section: L

Paragraph of Section: L-20

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

Question: (5) indicates that CLINs targeted should be inserted in the cover page. If one is proposing for the Tech, Prog, Eng Services CLIN, do I insert CLIN 1 (0008) only, or CLINs 1 (0008), 8 (0015), 15 (0023), to cover all options?

Answer 27: In accordance with RFP Section L.20(3), a submitted Technical and Management proposal package (Volume I) will be valid for one CLIN only. In accordance with RFP Section M.2, options will not be included in the evaluation for award purposes. To answer the direct question, only insert CLIN 0001 (0008) onto your particular Technical and Management Cover Page.

28. **Date of Submission:** 4/21/2004

RFP Page: 72

RFP Section: M

Paragraph of Section: I (d)

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

Question: Regarding the ability to provide support services to other ONR offices, are you looking specifically for facilities at those locations or the ability to travel to one of those locations and arrange for specific services and facilities on an "as needed" basis?

Answer 28: Both capabilities identified above would receive favorable consideration under the Corporate Facilities evaluation criteria.

29. **Date of Submission:** 4/21/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest:

Question: Joint Venture: Can a new 8(a) and a small business form a joint venture to respond to this RFP? If so, can the past performance of the small business be used to address the past performance requirements i.e. 3 years?

Answer 29: Yes. Both companies should be addressed in accordance with L.22(B)(3). Specifically, for the new 8(a) firm which has limited organizational past performance to reference, please follow the instructions outlined in L.22(B)(3).

30. **Date of Submission:** 4/21/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest:

Question: Fringe benefits are not labeled in the Attachment #2 "Pricing Model". Are Fringe Benefits to be excluded from the Pricing Model format? If not, then is there a specific location that Fringe Benefits are required in the pricing model?

Answer 30: If applicable to an Offeror's estimating and accounting structure, "Fringe Benefits" should be addressed in one of the three Overhead blocks (a, b or c) provided under the Price Model.

31. **Date of Submission:** 4/21/2004

RFP Page:

RFP Section: B

Paragraph of Section:

CLIN(s) Area of Interest: - Information Technology services and support

Question: Would ONR consider including Service Disabled Veteran-Owned Business (SDVOB) companies in addition to the 8(a) Set-aside CLINs, i.e. ** Designates Competitive 8(a) or SDVOB Set-Aside CLIN

Answer 31: ONR does not intend to change the designation of its IT support CLIN 0006 (0013) from Competitive 8(a) Set-Aside.

32. **Date of Submission:** 4/21/2004
RFP Page:
RFP Section: B
Paragraph of Section:
CLIN(s) Area of Interest: - Information Technology services and support
Question: Do the dollars for option years for the Information Technology area already factor in the NMCI work that will drop off?
- Answer 32: Yes. The total represents the estimated ceiling amount of dollars that would not be covered under NMCI.
33. **Date of Submission:** 4/21/2004
RFP Page:
RFP Section:
Paragraph of Section:
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
- Management and Financial services and support
Question: Clearly there are potential organization conflict of interest (OCI) issues with at least 2 of the CLINs - for example, the conflict between program management support under CLIN 0001 (0008) and performing other research efforts for the S&T codes; and the conflict between contracting/acquisition support under CLIN 0002 (0009) and other contracted support to ONR. Are there examples in which such OCI concerns have been successfully mitigated? If so, is it possible for ONR to share the acceptable OCI mitigation strategies as models for the current bidders to consider?
- Answer 33: ONR shall follow OCI guidance noted in Section H.8 and FAR Part 9.5. Any offeror that receives a contract under this solicitation must also sign a Non-Disclosure/Conflict of Interest Agreement performing as a MATOC support contractor for ONR may limit the company's ability to compete on other procurements. The OCI Mitigation policy at ONR is to avoid even the appearance of a conflict of interest for any and all situations. Please see the Answer to Question 4 for further information.
34. **Date of Submission:** 4/22/2004
RFP Page: Att2, pg 2
RFP Section: Labor Cats
Paragraph of Section:
CLIN(s) Area of Interest: - Training and Workshop services and support
- Information Technology services and support
Question: As reads Program Manager is required for only CLINs 0001 (0008) and 0007 (00014). Is this in error, should this be bid for all CLINs -- allowing all vendors to bid a Program Manager for all areas.
- Answer 34: In accordance with Note 1 under Attachment 2, an offeror should identify and propose direct labor rates of personnel with staff qualifications similar to those listed below for each CLIN under which a proposal is submitted. To accomplish tasks under CLIN 0005 (0012), ONR expected that, at a minimum, the offeror would have at least one person with similar or greater qualifications than the "Trainer" identified in Attachment 2. The Program Manager qualification outlined in Attachment 2 is geared towards an individual with an S&T background. If your company would propose a

Program Manager with different types or levels of experience, then your Price Model should simply reflect its inclusion in one of the three labor categories identified as "Other."

35. **Date of Submission:** 4/22/2004
RFP Page: 16
RFP Section: IT
Paragraph of Section: f
CLIN(s) Area of Interest: - Information Technology services and support
Question: What Level of Security Clearance will be required? I currently have employees with a "secret" but will "Top Secret" be necessary especially for Embassies?

Answer 35: The security level of each Task Order will be addressed on a case-by-case basis. Based on historical data at ONR, it is not anticipated that many, if any, requirements would require a Top Secret clearance.

36. **Date of Submission:** 4/22/2004
RFP Page: 16
RFP Section: IT
Paragraph of Section: f
CLIN(s) Area of Interest: - Information Technology services and support
Question: Exactly, Who would need a Security Clearance as it pertains to IT implementation and execution of the contract? For those individuals not possessing a clearance, what is the process and timeline for National Agency Checks (NAC) to evaluate them? (i.e. Potential personnel to be used at HBCUs where most people would not have a clearance.) Will a schedule be established to list all the required training sessions that must be attended by contractors/subcontractors onsite and offsite?

Answer 36: It is anticipated that many of the IT support service contractors will be required to have, or to be able to obtain, a SECRET level clearance. The Government initiates the NAC process at the time of award selection, if required (Each Task Order will address its specific security requirements). The process will take a minimum of two months, depending upon the particulars of the case. Training schedules will be posted and distributed as early as possible, and the Government will make every effort to provide at least 24 hours notice to all required attendees prior to any training session.

37. **Date of Submission:** 4/22/2004
RFP Page:
RFP Section: Cost Model
Paragraph of Section:
CLIN(s) Area of Interest: - Training and Workshop services and support
- Information Technology services and support
Question: When pricing Labor Cats, there are several levels of Training Instructors, however, the model only addresses one Trainer. Will ODC on Training materials be allowed. Is the model only that, and the vendors are allowed to identify and bid the various labor categories required to perform SOW requirements. When Bidding Courses, there does not appear to be an example within the Cost Model for these fixed priced items. Please clarify.

Answer 37: Offerors should not deviate from the Price Model for the purposes of proposing under this solicitation. For the purposes of this proposal, the Offeror should not be proposing any costs via a training course price list. As outlined in Note 1 to the Price Model, an Offeror may list up to three of its own labor categories and rates that are not covered by any of the generic labor categories. As outlined in Note 3, there is a limited Material cost element that can be addressed under this Price Model. By design, other than Travel (See Note 2), the Price Model does not include any further ODC elements.

38. **RESERVED**

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39. **Date of Submission:** 4/22/2004

RFP Page: 64

RFP Section: L.20

Paragraph of Section: Rate Structure

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

Question: At the pre-proposal conference it was stated that separate sealed packages for the Cost Volume are not required from proposed subcontractors. The information contained in the sealed package would be the information requested in the Rate Structure portion of the Cost Volume. How then are subcontractors to be presented in the cost proposal?

Answer 39: For a Government contract, there can be only one Prime Contractor. While reference to subcontractors and teaming arrangements should be addressed and specified (Example: Past Performance) in the Technical and Management Proposal (Volume I), the Government is only interested in performing a cost realism and rate analysis on the Prime Contractor under this solicitation. Only the Prime Contractor labor categories and rates should be reflected in the Price Model proposal.

40. **Date of Submission:** 4/22/2004

RFP Page: 12

RFP Section: 1

Paragraph of Section:

CLIN(s) Area of Interest: - Conference and Event services and support
- Administrative services and support

Question: We are interested in CLIN 0003 (0010), Conference and Event Services Support. CLIN 0004 (0011), Administrative Services and Support has as one of its requirements (item 7), the coordination of meetings and direct support for presentations, conferences, events and other meetings. Can we submit a separate proposal to address CLIN 0004 (0011), but only with respect to conference/event services provision, i.e. ignoring the other requirements of this administrative support CLIN. Is this feasible?

Answer 40: Yes. An offeror does not have to address all task requirements under a given CLIN.

41. **Date of Submission:** 4/22/2004

RFP Page: 8

RFP Section: C

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support
- Educational Programs and Initiatives services and support

Question: If I submit a proposal for CLIN 4 (0011) that fully satisfies item 4 (Travel support related administrative duties) can I get an award for all of CLIN 4 (0011), and therefore be able to respond to subsequent tasks that are issued unrelated to travel support?

Answer 41: Yes. In accordance with Section H.7(b), "Each awardee shall be provided a fair opportunity to be considered for each order in excess of \$2,500 in accordance with the procedures specified in FAR 16.505(b)."

42. **Date of Submission:** 4/22/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Conference and Event services and support

Question: Are any of the Codes 31-36 able to provide a rough number for the meetings/conferences/events that they hold during a given year? If so, could each Code then provide an approximate breakdown for the types of meetings, conferences, and other event?

Answer 42: That level of information and detail is not available.

43. **Date of Submission:** 4/22/2004

RFP Page: 64

RFP Section: L.20

Paragraph of Section: Part B

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Information Technology services and support

Question: In reference to the proposal format, are we permitted to include 11x17' or 8 1/2 x 14 pages?

Answer 43: No. Please follow the format specified in L.20(B).

44. **Date of Submission:** 4/22/2004

RFP Page: 64

RFP Section: L.20

Paragraph of Section: Part B

CLIN(s) Area of Interest: - Management and Financial services and support

- Conference and Event services and support
- Administrative services and support
- Information Technology services and support

Question: In reference to font size, are we permitted to use a smaller font for graphics and tables?

Answer 44: Yes, as long as the font is still readable. Please use your best business judgment in regards to the appropriate font size and format for graphics and tables.

45. **Date of Submission:** 4/23/2004

RFP Page: 71

RFP Section: M

Paragraph of Section: M.1

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

- Administrative services and support

- Information Technology services and support

Question: Is it possible to find out the makeup of the evaluation team for the above checked CLIN(s). Will they be a mix of the applicable technical codes, contracts and front office personnel, or just technical codes? Thank you.

Answer 45: The mix of the evaluation teams will be different for every CLIN, and the evaluations will be performed by representatives of codes that have indicated a requirement under a given CLIN under the MATOC Program.

While the evaluation teams under CLINs 0001 (0008) and 0007 (0014) will consist of only technical code representatives, the evaluation teams under CLINs 0002 (0009), 0003 (0010), 0004 (0011), 0005 (0012), and 0006 (0013) will consist of both technical and business code representatives. The ONR small business office will evaluate each offeror's commitment to small business.

46. **Date of Submission:** 4/26/2004

RFP Page: Not sure

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Conference and Event services and support

- Training and Workshop services and support

- Educational Programs and Initiatives services and support

Question: Will Small businesses and SDBs be required to recertify before the exercising of Options?

Answer 46: No

47. **Date of Submission:** 4/26/2004

RFP Page: Attach 2

RFP Section: Cost Prop

Paragraph of Section:

CLIN(s) Area of Interest:

Question: Is the Contractor obligated to use the direct labor rates submitted as part of the MATOC cost proposal on all subsequent task order proposals moving forward?

Answer 47: No

48. **Date of Submission:** 4/26/2004
RFP Page: 65
RFP Section: L. 22
Paragraph of Section: (A)
CLIN(s) Area of Interest:
Question: Should offerors refrain from submitting a Cover Letter? Or may one be submitted? If one may be submitted, will it count against the 40 page limit?
- Answer 48:** Offerors should use their own business judgment in regards to the decision to send a cover letter. It will not count against the 40 page limit, and it should not be used as a means to address any of the requirements in the Volume I or Volume II proposals.
49. **Date of Submission:** 4/26/2004
RFP Page: 69
RFP Section: L.22
Paragraph of Section: (B) 5.
CLIN(s) Area of Interest:
Question: Are only prime contractors required to submit commitments to small business, or small business subcontracting plans or are subcontractors also required to submit these items?
- Answer 49:** Only Prime Contractors.
50. **Date of Submission:** 4/27/2004
RFP Page: Attach 2
RFP Section:
Paragraph of Section:
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support
- Educational Programs and Initiatives services and support
Question: On the pricing model, is it acceptable to add more than three (3) Other categories for additional labor categories or is 3 the maximum?
- Answer 50:** No. Three (3) is the maximum.
51. **Date of Submission:** 4/27/2004
RFP Page: Attach 2
RFP Section:
Paragraph of Section: Note 1
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support

- Educational Programs and Initiatives services and support

Question: Is substituting years of experience for the various degrees (Graduate, Bachelors, and Associates) acceptable. Examples, for the Administrative Assistant with a requirement for an Associates degree with three years experience, can we substitute a High School diploma with 10 - 15 years experience. For a Program Manager, can a candidate with 20 - 25 years experience and a Bachelors degree be substituted for the eight years experience and Graduate degree specified in the description.

Answer 51: The Price Model requests offerors to identify and propose direct labor rates of personnel with staff qualifications similar to those listed. Generally, except for highly technical requirements, the Government accepts the idea that various levels of education can be substituted by relevant and meaningful experience. The Government asks the Offerors to use sound business judgment and logic in making these substitutions. These labor categories were established for cost realism evaluation purposes only. Once contract awards are made, individual task order solicitations will prescribe personnel qualifications required (if any) to include whether or not substitution of experience for education is acceptable.

52. **Date of Submission:** 4/27/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

Question: Please confirm what was stated at the Pre Proposal Conference that an offeror should address in its technical proposal those areas within the CLIN Statement of Work for which it has capability to perform and that there is not a penalty for not addressing those areas for which it has no capability to perform.

Answer 52: Each offeror proposal will be evaluated in accordance with the Evaluation criteria set forth in Section M of the Solicitation. An offeror should propose its capabilities in line with the task requirements set forth in the solicitation. There is no penalty for not addressing task requirements for which an offeror has no capability to perform.

53. **Date of Submission:** 4/27/2004

RFP Page: 65

RFP Section: L.22

Paragraph of Section: 3.b

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

Question: So we can rise above normal everyday matters would you please define "challenges addressed."

Answer 53: This item speaks to how your organization addressed key issues, barriers (technical and non-technical), or risks in performing the contract effort. It is subjective and is intended to highlight the Offeror's management and technical skills and capabilities.

54. **Date of Submission:** 4/27/2004

RFP Page: Form 1707

RFP Section: A

Paragraph of Section: 7

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support
- Educational Programs and Initiatives services and support

Question: Please clarify if the NAICS Code size standards cited for the three 8A setaside CLINS are intended to limit the size of the 8A priming to either \$6M and under or \$21M and under depending on the CLIN, or if the size standard is meant to define the annual average revenue limit for small businesses teaming as subcontractors to those 8As. For example, could an 8A with \$50 million in average annual revenues bid as a prime in each of the 8A seasides? May non-8A firms team as subs to the 8As?

Answer 54: SBA assigns the size standards. The number of employees and (in this case) annual receipts indicates the maximum allowed for a concern and its affiliates to be considered small. The NAICS eligibility criteria is for the Prime contractor and not the team or subcontractors, although it would be a factor in determining the percentage of work performed by 8(a) firms (At least 50 percent of effort must be performed by the 8(a) firm in accordance with FAR 52.219-14). Non-8(a)'s may team with an 8(a) contractor; however, a subcontractor/team member who is over the employee or annual receipts limit, or a Non-8(a), would not count towards the 50 percent required to be performed by 8(a) firms. As the prime, if your total company receipts exceed \$6M, you are not eligible. To determine your annual receipts divide the last three (3) completed fiscal years by three (3) if you have been in business for three (3) or more years. Companies in business less than three (3) complete fiscal years divide your company receipts by the number of weeks in business. For more information and instruction go to <http://www.sba.gov/size/cfr121-02.html>

55. **Date of Submission:** 4/27/2004

RFP Page: Form 1707

RFP Section: A

Paragraph of Section: 7

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support
- Educational Programs and Initiatives services and support

Question: Please clarify if the NAICS Code size standards cited for the three 8A setaside CLINS are intended to limit the size of the 8A priming to either \$6M and under or \$21M and under depending on the CLIN, or if the size standard is meant to define the annual average revenue limit for small

businesses teaming as subcontractors to those 8As. For example, could an 8A with \$50 million in average annual revenues bid as a prime in each of the 8A seashores? May non-8A firms team as subs to the 8As?

Answer 55: Same as above.

56. **Date of Submission:** 4/28/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Management and Financial services and support
- Information Technology services and support

Question: What are the current plans at ONR/NRL for implementing SAP or a modified version of that or Oracle software? Will that effort if plan be conducted under this contract?

Answer 56: With 06 ONR's mini ERP system NAVRIS is built on Oracle 11i Applications Suite (Oracle Financials, Oracle iProcurement/iSupply, Oracle HR) & Oracle 9i RDBMS. This Configuration of COTS will be complete (ready for implementation) by February 2006. Maintenance will be accomplished by the onboard contractor support (RSIS).

57. **RESERVED**

58. **Date of Submission:** 4/29/2004

RFP Page: 65

RFP Section: L.22

Paragraph of Section: 4 (a)

CLIN(s) Area of Interest: - Information Technology services and support

Question: Reference page 67 of the solicitation "The Offeror shall describe its ability to provide both (a) unclassified and classified meeting spaces at its facilities and (b) other facilities that can be made available on an as-needed basis." Please clarify the government's requirements for the offeror's facilities to conduct such meetings at its facilities. If the government expects that the offeror's facilities be cleared, please describe these requirements and the evidence of the certification of the facilities that conforms to these requirements.

Answer 58: Government requirements shall vary by Task Requirement. The intent behind the sentence referenced in Section L.22(4)(a) is to simply have the offeror describe its current capacity for handling both classified and unclassified meetings, as well as to have the Offeror highlight its capabilities in regards to how its facilities are conducive to performing the particular CLIN tasks targeted in its technical proposal.

59. **Date of Submission:** 4/29/2004

RFP Page: 65

RFP Section: L.22

Paragraph of Section: 4 (a)

CLIN(s) Area of Interest: - Information Technology services and support

Question: Reference page 67 of the solicitation "The Offeror shall describe its ability to provide both (a) unclassified and classified meeting spaces at its

facilities and (b) other facilities that can be made available on an as-needed basis." Please clarify the government's requirements for the offeror's facilities to conduct such meetings at its facilities. If the government expects that the offeror's facilities be cleared, please describe these requirements and the evidence of the certification of the facilities that conforms to these requirements.

Answer 59: See Answer to Question 58.

60. **Date of Submission:** 4/29/2004
RFP Page: 65
RFP Section: L.22
Paragraph of Section: 5.a.iv
CLIN(s) Area of Interest: - Information Technology services and support
Question: Reference page 67 5.a.iv. Offeror's past performance on utilization of small business concerns in contract performance (as identified in the Commitment to Small Business Statement and Offer). Is the government seeking the offeror's past performance with the use of small businesses in general or is it seeking its prior experience with the proposed subcontracting small businesses?

Answer 60: Government is seeking to identify how, and to what extent, an Offeror has used small business concerns in its previous contract performances overall, and not in relation to any particular subcontractors.

61. **Date of Submission:** 4/29/2004
RFP Page: 67
RFP Section: L.22
Paragraph of Section: B.2.(a)
CLIN(s) Area of Interest: - Information Technology services and support
Question: Reference page 65 2.(a) Resumes. Please clarify whether there is a specific format that the Government requests for resumes and any other guidelines associated with resumes.

Answer 61: No specific format is required for resumes.

62. **Date of Submission:** 4/29/2004
RFP Page: 69
RFP Section: L-22
Paragraph of Section: B.5.
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
Question: Since the amount of tasking will not be known until well after award of the contract, should expected awards to the various categories of small businesses be only on a percentage basis?

Answer 62: The percentage approach would be appropriate for the purposes of a proposal under this RFP.

63. **Date of Submission:** 4/29/2004
RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Management and Financial services and support

- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Educational Programs and Initiatives services and support

Question: 1) Regarding each of the CLINs 0001-0007, how many incumbents are there for each CLIN and who are they? 2) I understand from the Pre-proposal conference that you will be exercising option years for present incumbents, what percentage of this work do you anticipate will be new work under each of the respective CLINS beginning October 1, 2004? 3) Do the cover page and table of contents count toward the page count toward the 40 page limit? 4) Does ONR require that a letter of offering for employment to an individual be included with the proposal for proposed staff not yet employed by the Offeror? 5) Are the individuals proposed for key positions expected to be the incumbents at the start of the contract or can they be substituted for people of equal skill level and qualifications? 6) If including Tables and Figures, can font size be other than Times Roman 12 point? For example can we use 10 point Arial?

Answer 63: (1) See Answer to Question 5. (2) This RFP, and its ceilings outlined in Section B, represent the dollars estimated for new requirements over the next five years that are not currently under contract and would be addressed under the new MATOC Program. (3) Yes. (4) No; however, an Offeror should be aware of the evaluation criteria outlined for the evaluation factor "staff qualifications." (5) The Government would anticipate that the key personnel highlighted in the Offeror's initial technical proposal would also perform under the Task Order awards. (6) See Answer to Question 44.

64. **Date of Submission:** 4/29/2004

RFP Page: 01

RFP Section: Attach. 2

Paragraph of Section: Price Mod.

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support
- Educational Programs and Initiatives services and support

Question: Re: Overhead on the Pricing Model table located on Page 1 of Attachment 2: 1) Why are there three lines for overhead? How is overhead supposed factored into this proposal. As our company currently prices the costs of proposals, we normally only figure one overhead rate. How would you like us to break this out given your model? We don't understand why there are three lines allotted for overhead expenditures. Please explain. 2) Please define Cost of Money which is also on the same table. How is this calculated? Thanks.

Answer 64: (1) This approach was necessary to accommodate Offerors who have more than one Overhead rate (on-site, off-site, different cost center,

etc). If you have only one Overhead rate, please just note "not applicable" to the other two blocks. (2) Cost of Money is addressed at FAR 31.205-10.

65. **Date of Submission:** 4/29/2004

RFP Page: 63

RFP Section: L.20

Paragraph of Section: (4)

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

Question: Although an offeror is only required to submit a single cost proposal package regardless of the number of separate technical proposals that are submitted, if an offer submits technical and management proposals from distinct and separate business units with distinct and separate DCAA approved CAS disclosure statements and cost estimating practices and cost accounting systems, may that offeror submit a separate cost proposal package to support each separate technical and management proposal?

Answer 65: In this case, the Government would accept more than one cost proposal in accordance with its Technical and Management proposal submittals and the Offeror's DCAA approved accounting system and structure.

66. **Date of Submission:** 4/29/2004

RFP Page: 63

RFP Section: L.20

Paragraph of Section: (ii)

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

Question: Instructions for calculation the Direct Labor under the price model appear to require only price information from the prime contractor. Please confirm this assumption, or if incorrect, please clarify. Additionally, if only prime contractor price information is required in Attachment 2, does the government desire subcontractor cost proposals be submitted as a part of the prime contractors cost proposal?

Answer 66: See Answer to Question 39.

67. **RESERVED**

68. **RESERVED**

69. **Date of Submission:** 4/30/2004

RFP Page: 1

RFP Section: Attach 2

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

- Conference and Event services and support

- Administrative services and support

- Training and Workshop services and support

- Information Technology services and support

- Educational Programs and Initiatives services and support

Question: Reference is made to the pricing model format depicted on Page 1 of Attachment 2. This format as presented does not specify the contract period to which this model should be completed (Base or Options). Given that an offeror's direct and indirect rate structures are sensitive to time, please specify for which contract period the pricing model should be completed (or alternatively, whether a version of the model should be completed for all contract periods).

Answer 69: As noted in the introduction paragraph on Page 1 of Attachment Number 2, "For the purposes of this RFP, the Offeror should complete the enclosed Pricing Model with its most current and applicable rates, factors and fee/profit."

70. **Date of Submission:** 4/30/2004

RFP Page: 1

RFP Section: Attach 2

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support
- Educational Programs and Initiatives services and support

Question: Can you provide an example of the manner in which the Pricing Model information will be used for pricing of individual (fixed price) task orders? For example, will the Pricing Model be the sole basis by which such task orders are priced, or will there be an opportunity to introduce additional labor categories and/or rates at a later date?

Answer 70: The Price Model will only be used to determine Cost Realism under this initial contract award. It should be noted that the labor categories applied in an Offeror's Price Model should support and reflect the nature of the work and the staff highlighted in the Technical proposal(s). After execution of the contract awards, the Task Order solicitations will specify the required labor categories, level of effort, period of performance, etc. The Offeror would be expected to price each Task Order proposal with rates appropriate for the personnel and time periods specified in the Task Order solicitation.

71. **Date of Submission:** 5/1/2004

RFP Page: certs reps

RFP Section: certs reps

Paragraph of Section: certs reps

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support
- Educational Programs and Initiatives services and support

Question: In the Notes to Negotiator, the following DFARS and FARS were referenced. Are all of these applicable to this solicitation?

Answer 71: If any of the items identified in the "Notes to Negotiator" are applicable to a particular Offeror, the Offeror should address the item as part of its Offeror's Representations and Certifications. If the Offeror is selected for award, the assigned Contract Specialist would have to go back and obtain this information before the initial contract award could be made.

72. **Date of Submission:** 5/3/2004

RFP Page: NAICS

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest:

Question: At the Pre-Proposal conference the NAICS codes were identified for each CLIN. The size standards for the set-aside CLINs were at the \$6M threshold with the exception of CLIN 0006. The potential revenue for CLINs 0003, 0004 and 0005 is either above or a significant part of this threshold. Also, if each company has to recertify at each option period, the vast majority of awardees may not survive much past the first option period since the revenue averages entail work from all sources not just the ONR work. It is respectfully requested that the Government consider changing these NAICS codes to thresholds to levels in the \$23M range? We believe this will be in the best interest of both the contractors and the Government and does not preclude the Government from making awards to companies with revenues under the \$6M revenue averages.

Answer 72: SBA assigns the size standards. The number of employees and in this case annual receipts indicates the maximum allowed for a concern and its affiliates to be considered small. Your status at the time of award is good through the contract period. The exception would be if your company is bought out by a large business.

73. **Date of Submission:** 5/4/2004

RFP Page: 68

RFP Section: L.22

Paragraph of Section: (B)(3)(a)

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support
- Educational Programs and Initiatives services and support

Question: The subject paragraph mentions 3 years of past performance within the last 5 years. Does that mean that each of our past performance citations must be at least 3 years in duration, or that collectively our past performance information must demonstrate at least 3 years of experience? Between the subject paragraph and (B)(3)(b), which should we use to guide our selection of past performance citations? If the latter, may we assume that acceptable citations are ones for which performance occurred at any point in

the last three years, and that you do not require each citation to have spanned the entire three-year period?

Answer 73: The Government is seeking firms who have been performing the tasks outlined in Section C for a period of at least three years. In RFP Section L.22(B)(3)(b), the Government specifically requests that an Offeror submit information regarding all relevant Government contracts that have been performed in the last three years. The duration of any particular contract is immaterial to its inclusion in the list so long as it occurred within the past 5 years (3 years for Government contracts) and is for the same or similar services.

74. **Date of Submission:** 5/4/2004
RFP Page:
RFP Section:
Paragraph of Section:
CLIN(s) Area of Interest: - Management and Financial services and support
Question: May a firm submit a proposal as a prime contractor and as a subcontractor to another firm on the same CLIN?

Answer 74: Yes.

75. **Date of Submission:** 5/5/2004
RFP Page: 63
RFP Section: L
Paragraph of Section: L-20
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
- Management and Financial services and support
- Training and Workshop services and support
Question: L-20 Part C-Cost Proposal (Volume II) (1)(a)(i) - Is it the government's intent that the offerors submit rates for any and all individuals/labor categories that will likely be proposed under future Task Orders for this contract (both primes & subs) as the Rate Structure portion of the cost volume. Or, is the Rate Structure to follow the labor category structure presented in the cost model, Attachment 2, as identified in (1)(a)(ii). Please clarify how offerors are to identify rates offered by their subcontractors.

Answer 75: Yes, it is the Government's intent that the offerors submit rates for any and all individuals/labor categories that will likely be proposed under future Task Orders for this contract (both primes & subs) as the Rate Structure portion of the Cost volume. Subcontractor rates, if applicable, can be addressed and identified in the Rate Structure section of the cost proposal. As noted in the Answer to Question 39, only the Prime Contractor labor categories and rates should be reflected in the Price Model proposal, and they should include only the specified labor categories for each CLIN and up to 3 additional categories.

76. **Date of Submission:** 5/5/2004
RFP Page:
RFP Section:
Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support
- Educational Programs and Initiatives services and support

Question: Regarding your Answers to the questions, ONR appears to offer two answers to the same question. The question is: Where do you want us to place the proposal check list? ONR offers this response: Question 2 – The last sentence of the answer -says "The Government requests that the Checklist be placed on the page immediately following the cover page of the Technical and Management Proposal." Question 16 – The answer says "The completed Attachment 3 Proposal Preparation Checklist should be incorporated into the Volume II Cost Proposal in any manner or section in which the Contractor sees as appropriate." So, am I to draw from these statements that the check list should be included in both Volume I and Volume II? Please clarify.

Answer 76: The Government requests that the completed Attachment Number 3 Proposal Preparation Checklist be placed on the page immediately following the cover page of the Technical and Management Proposal. Please disregard the guidance in the Answer to Question 16 as it pertains to the placement of the Attachment Number 3 Proposal Preparation Checklist.

77. **Date of Submission:** 5/6/2004

RFP Page: 51

RFP Section: K

Paragraph of Section:

CLIN(s) Area of Interest:

Question: On page 51 of 71, Section K Representations, Certifications and other Statements of Offerors, you have asked that each offeror must submit a completed "Representations, Certifications And Other Statements Of Offer" and then provide a web address where we can pull it down electronically. At the web address you provided there is a document titled, Representations and Certifications for Contracts (PDF - 70 K), please verify that this is the correct document as it is titled differently than your request. Additionally, is the prime contractor required to submit a Section K for all subcontractors as part of our bid?

Answer 77: Yes, that is the correct document. Only Prime Contractors should submit a Representations and Certifications package under this RFP.

78. **Date of Submission:** 5/6/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Management and Financial services and support
- Conference and Event services and support
- Information Technology services and support

Question: May 8A companies of any size prime the 8A setaside CLINs or are the size standards meant to limit the maximum size of eligible primes?

Answer 78: The size standards are meant to limit the size of the eligible 8A firms. To determine your annual receipts divide the last three (3) completed fiscal years by three (3) if you have been in business for three (3) or more years. Companies in business less than three (3) complete fiscal years divide your company receipts by the number of weeks in business. For more information on size standards please go to <http://www.sba.gov/size/cfr121-02.html>

79. **Date of Submission:** 5/7/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Management and Financial services and support

- Administrative services and support

- Information Technology services and support

Question: I am and independent contractor (Small Veteran Owned Business) supporting ONR, and various USMC organizations. Is a "New Start Company", who has not yet established a GSA schedule, permitted to solicit as a Prime in the MATOC or must I subcontract to get on the vehicle?

Answer 79: Based on your identified CLIN areas of interest, your firm may be awarded a contract as a Prime Contractor under CLIN 0002 (0009) for Management and Financial services. The other two CLINs that are referenced in your Question are Competitive 8(a) Set-Aside CLINs. Unless you are a certified 8(a) firm, you would not be eligible to receive an award as a Prime Contractor under these CLINs.

80. **RESERVED**

81. **Date of Submission:** 5/7/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

Question: Do all resumes provided in the proposal need to map back to the price model? Do resumes need to map back to the rate structure?

Answer 81: The Government would expect Offerors to provide a resume for each labor category that is identified and proposed in the Price Model proposal. The Government requested Offerors to provide a resume for the persons proposed to provide the services/support under each CLIN. The Government would expect all of these individuals, or at least their particular labor categories, to be addressed in the Rate Structure section of the Cost Proposal.

82. **Date of Submission:** 5/7/2004

RFP Page:

RFP Section: B

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

Question: There is a conflict between the DD Form 1707 and the footnotes

on page 5 of 73 concerning who can bid CLINS 0001 (0008) and 0002 (0009) and the respective follow-on Options. Question: Are these CLINS unrestricted? If so will the DD Form 1707 be amended to reflect this?

Answer 82: Block 7 of the DD Form 1707 provides clarification that is in-line with Section B. The Government has decided that no Amendment is necessary for this item. However, for clarification purposes, please note that CLINs 0001 (0008), 0002 (0009) and 0007 (0014) are unrestricted.

83. **Date of Submission:** 5/7/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

Question: Tasks A and B have a potential of generating an OCI however there is no clause. These potential OCI tasks include developing requirements, developing SOW's and providing assistance in evaluating proposals, etc. Q: If tasked to perform such services, would the successful bidder be precluded from other work such as analyses, technology demonstrations, prototype development, etc? If a company is so precluded, under what circumstances, and for how long? If so could an OCI mitigation plan be submitted for individual task orders?

Answer 83: See Answer to Question 4 regarding OCI guidance. For the scenario presented in this Question, the Contractor providing Program support to ONR for the development of a requirement and statement of work would be prohibited from bidding or performing on that particular effort. There is no time limit requirement under this scenario. The Government would have to address each situation on a case-by-case basis and shall always make every effort to avoid even the appearance of conflict of interest in accordance with FAR 9.5.

84. **Date of Submission:** 5/7/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

Question: Amendment 1, Response to Question 39 - Given the response provided which indicates that no cost information is to be provided for subcontractors, can we submit resumes of subcontractor personnel in the proposal?

Answer 84: Yes, this would be appropriate if a Subcontractor is specifically identified in the Technical and Management proposal. For the purpose of clarification, in accordance with the Answer to Question 75, Subcontractor rates for individuals or labor categories identified in the Technical and Management proposal should be addressed only in the Rate Structure section of the Cost Proposal. Only the Prime Contractor labor categories and rates should be reflected in the Price Model proposal, and they should include only

the specified labor categories for each CLIN, and up to 3 additional labor categories.

85. **RESERVED**

86. **Date of Submission:** 5/7/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

Question: Is the MATOC an appropriate vehicle for basic 6.1 research supported under ONR's core S&T program? Core research could be considered technical support to ONR and therefore be covered under CLIN 0001. On the other hand, core research clearly differs significantly from other technical/engineering services.

Answer 86: This RFP is to obtain support services only, not actual research, regardless of the technical level.

87. **RESERVED**

88. **Date of Submission:** 5/7/2004

RFP Page: 63

RFP Section: L.20 Part

Paragraph of Section: (1)(a)(i)

CLIN(s) Area of Interest: - Management and Financial services and support

Question: In the Rate Structure portion of the Cost Proposal, are the offerors required to limit the Direct Labor categories to those that were used in the Pricing Model? For example, if the offeror is bidding on CLIN 0002 (0009), the Pricing Model requires 4 mandatory labor categories and 3 "other" labor totals for a total of 7. Are the 7 labor categories used in the Pricing Model in this example the only labor categories that can be use in the Rate Structure?

Answer 88: No, an Offeror should not limit the labor categories in the Rate Structure section to those that are listed in the Price Model. In accordance with Section L.20(C)(1)(i), for the Rate Structure section, the Offeror should submit the Direct Labor categories and rates for each individual or position that would likely be proposed under a service support effort for ONR under the applicable CLIN. The Government would suggest that, when in doubt, go ahead and include the labor category and rate in the Rate Structure section of the Cost Volume.

89. **RESERVED**

90. **Date of Submission:** 5/10/2004

RFP Page: General

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Conference and Event services and support

Question: At the 4/21 Pre-Proposal Conference, it was mentioned that a new Conference Department is being formed at ONR. Will this department be providing some meeting planning services to ONR Codes, or is their primary role to help to coordinate outsourcing of meetings? (It was mentioned they were meeting on 4/21 to begin formation plans, but any information regarding this new department will be helpful.) Thank you.

Answer 90: The Office of Conferences will provide ONR with a centralized point of contact for all ONR off-site Conference needs. The actual structure and policies of the Office of Conference is still in the preliminary stages and has not yet defined. However, as noted at the Conference, the task requirements outlined in the RFP Section C.3(c) will remain unchanged.

91. **RFP Page:** 16

RFP Section: C

Paragraph of Section: 3 (f) 2)

CLIN(s) Area of Interest: - Information Technology services and support

Question: Please describe the Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services that might be required and any particular software products preferred by ONR.

Answer 91: The only requirement that ONR currently has for CAD/CAM is in the area of Facilities Management (Space Management), and this requirement will be fulfilled by NMCI once the ONR Cutover occurs in March 2006.

92. **Date of Submission:** 5/12/2004

RFP Page: 17

RFP Section: C

Paragraph of Section: 3(f)

CLIN(s) Area of Interest: - Information Technology services and support

Question: Please clarify the type services required for this task. Are maintenance services required for the items listed or is the contractor to obtain licenses for the items? If the items listed are currently in use, could a listing of the products being be provided?

Answer 92: Commercial-off-the-Shelf (COTS) end user licenses are currently maintained by ONR Staff. When ONR Cuts over to NMCI (March 2006) for Seat Management services EDS/Information Strike Force will manage these COTS licenses. NMCI is a mandatory Naval Seat Management Services contract that the ONR Chief Information Officer must implement.

93. **Date of Submission:** 5/14/2004

RFP Page: 66

RFP Section: L22B

Paragraph of Section: 1

CLIN(s) Area of Interest: - Management and Financial services and support

Question: Regarding the "Understanding of Requirement" section, we want to clarify your preferred approach to detailing the four subtopics ("a" through "d") in section 1 on page 66. We see three approaches to arranging our "Understanding of Requirement" response: 1. Discuss "a" through "d" in general terms, and below that, elaborate on each CLIN 2 (0009) task that we

are responding to. 2. Discuss each CLIN 2 (0009) task, in order, being sure to cover all topics mentioned in "a" through "d". 3. Discuss all of the information specified for "a", task by task. Then repeat that process for "b" through "d". Which of these three approaches do you prefer? Or does the format not matter, as long as we have covered all of the specified information ("a" through "d") for all CLIN 2 (0009) tasks in a clear manner?

Answer 93: The Government shall expect each of the items to be addressed; however, the Offeror should decide what particular format would most effectively communicate/address these items within the page limitations specified in the RFP